

**Request for  
Temporary Grant/Time-Limited Contract Deletion  
Instructions**

This form is to provide the Executive Budget Office (EBO) detailed information for deletion of Temporary Grants or Time-Limited Contracts.

You may find the form on EBO's website at <http://www.budget.sc.gov/EBO-grant-services.phtm>. Additional information is at <http://www.ohr.sc.gov/OHR/employer/OHR-tempgrant.phtm>.

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|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. <u>Agency Information</u>          | Agency budget code number and name.                                                                                                                                                                                                          |
| 2. <u>Action</u>                      | Check appropriate box.                                                                                                                                                                                                                       |
| <u>Delete Temporary Grant</u>         | Grant with a specific ending date. Grant should be deleted once grant period ends.                                                                                                                                                           |
| <u>Delete Time-Limited Contract</u>   | Contracts or services provided by one State agency to another State agency, local government, or other public or private entity where specified time period has expired.                                                                     |
| 3. <u>SCEIS Grant/Contract Number</u> | Number created by agency of grant/contract set up in SCEIS grants module to be deleted. GS-5 letter indicates number of Other fund projects; FPR indicates number for Federal projects; GCR-6 indicates number for research and student aid. |
| <u>Funding Period</u>                 | Beginning and ending dates of funding cycle for grant or contract.                                                                                                                                                                           |
| <u>Funding Source</u>                 | Percentage of funding from each funding source.                                                                                                                                                                                              |
| <u>Federal</u>                        | Percentage of funding from Federal sources.                                                                                                                                                                                                  |
| <u>Other</u>                          | Percentage of funding from any other source.                                                                                                                                                                                                 |
| 4. <u>Signature</u>                   | Authorized representative sign and dates.                                                                                                                                                                                                    |

Contact Person

Provide name and email address of person who can provide further information if needed.